

14 December 1950

1. A meeting was held on 14 December 1950 between [redacted] TRD, Mr. [redacted] COMMO, and Mr. [redacted] TRD, to discuss the possibility of providing a course of familiarization with field operations for approximately fifteen COMMO employees. Mr. [redacted] had received an informal request from Mr. [redacted] concerning the running of a familiarization course at night which would parallel the subjects presently scheduled in the regular Operations Course. The fifteen COMMO employees were unable to attend the formal daytime course due to present COMMO requirements.

2. It was pointed out to Mr. [] that because of the present training load of running two concurrent, overlapping courses with a staff of five instructors it was physically impossible to utilize the present OC staff for the establishment of an additional course at night. However, it was proposed that:

a. COMMO appoint one or two members of its regular instructor staff as candidates for the Operations Course. With the guidance and the cooperation of the Chief Instructor, OC, these instructors could then develop a familiarization course for COMMO personnel. The COMMO instructors, having determined the subjects to be included in the familiarization course, would then have access to the Subject Folders presently existent in the Operations Course. They would attend the regular Operations Course and, with the assistance of the OC wherever and whenever possible, conduct a familiarization course for COMMO personnel concurrent with their own training. They would specifically give selected lectures during the evening hours of the same day on which a formal lecture had been presented by an OC instructor.

b. In anticipation of a relaxation of the present training load, a request be submitted to TRD for the development and presentation of a special two weeks' familiarization course for COMMO personnel, the course to be run at night after March 1951.

3. It was agreed that Mr. [] would submit informally these two proposals to the appropriate individuals within COMMO and would advise either Mr. [] of the results of the

discussions.

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JOB NO. _____ FOX NO. _____ FLD NO. _____ DOC. NO. 45 NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: IS S C RET. INST. 22
 NEXT REV DATE 8/1/79 REVIEWER [REDACTED] TYPED OC. 02
 NO. PGS 2 CREATION DATE _____ ORG COMP 11 OP 11 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

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discussions. At this time, a formal memorandum would be submitted by the Chief, STB, to the Chief, TRD, indicating the requirement and the proposed plan to be adopted. Chief, COMMO, would submit a memorandum to Chief, TRD, through OSO, requesting action on the agreed plan.

[Redacted]

Deputy, STB/TRD

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cc: Mr. [Redacted] COMMO

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